

**Oral Status Reports**  
Software Development Project  
Fall 2007

Approximately every other week the Software Development class will meet together so each team may present an **Oral Status Report** of their progress from the previous two weeks to the class. *Each individual* on a team is to give at least one status report. In the professional world, there will always be *someone* to whom you report and answer to. Learning to effectively communicate to customers, bosses, and coworkers in a formal setting is a valuable skill to have and can quickly promote one to a position of authority.

Status reports are to be typed and given to Mr. McCown in class before being presented. These reports will be used to ascertain a quantitative measure of each team's work.

The report should contain the following information (in this order):

1. Review of work since the last status report.
2. Listing of milestones reached since last report.
3. Listing of problems which have recently arisen which are affecting development.
4. Statistics (percent completed)
  - Analysis
  - Design
  - Artificial Intelligence
  - GUI
  - Graphics
  - Audio files
  - Help
  - Website
  - Other (categorize)
5. Approximate number of man-hours worked by team since last status report.
6. Goals for the coming weeks.

